



CITY OF ATLANTA

SUITE 1790

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ATLANTA, GA 30303

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Shirley Franklin
Mayor

DEPARTMENT OF PROCUREMENT

Adam L. Smith, Esq.
Chief Procurement Officer
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August 27, 2006

ATTENTION INTERESTED BIDDERS:

Your firm is hereby invited to submit to the City of Atlanta, Department of Procurement ("DOP"), a bid for **FC-6006007927, ANNUAL CONTRACT FOR LANDSCAPING SERVICES**. The City of Atlanta (the "City") is soliciting bids from qualified bidders to provide landscaping services, on behalf of the Department of Watershed Management.

A **Pre-bid Conference** will be held on **Tuesday, September 12, 2006 at 10:00 a.m.**, at the DOP's Conference Room in Suite 1790. The purpose of the Pre-bid Conference is to provide bidders with detailed information regarding the project and to address questions and concerns. There will be representatives from the Department of Watershed Management and the Office of Contract Compliance available at the conference to discuss this project and to answer any questions. Bidders are urged to attend the Pre-bid Conference.

Your response to this invitation to bid will be received by designated staff of the Department of Procurement at 55 Trinity Avenue, S.W., City Hall South, Suite 1790, Atlanta, Georgia 30303, **no later than 1:59 p.m., Wednesday, September 27, 2006.**

****ABSOLUTELY NO BIDS WILL BE ACCEPTED AFTER 1:59 P.M.****

The Local Bidder Preference Program is applicable to this project. In order to be approved as a Local Bidder and receive a bid preference on an eligible local project, the application for approval as a local bidder and all supporting documents must be received by the DOP no later than thirty (30) days prior to the date bids are received on such eligible project.

This project is an eligible bidder project as defined in § 2-1443 of the Atlanta City Code of Ordinances, and no bids shall be accepted unless the bid is submitted by an eligible bidder as approved by the Office of Contract Compliance.

Bids will be publicly opened and read at 2:00 p. m. on the respective due date in Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303.

The bid document may be obtained from the Department of Procurement, Plan Room, City Hall South, Suite 1900, 55 Trinity Avenue, S.W., Atlanta, Georgia, 30303, at a cost of \$25.00 per package. Payment for documents represents production costs; therefore, payment is non-refundable.

If you have any questions regarding this project, please contact Ms. Erin K. Jenkins, Contracting Officer, at (404) 330-6950, or by e-mail at ejenkins@atlantaga.gov. Any questions regarding the procedure for purchasing a copy of the document or obtaining a copy of the plan holder's list should be directed to the Plan Room at (404) 330-6069.

The City reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all bids when it is for good cause and in the best interest of the City.

Thank you for your interest in doing business with the City.